Managerial Associate I (0629)

Basic Purpose/Job Function: Providing professional administrative support for the director, chairperson, assistant director or manager, or other designated executive.

Examples of Titles Replaced: Administrative Coordinator; Assistant to the Chairperson; Assistant to the Dean; Assistant to the Director; Coordinator, Administrative Operations

Typical Functions May Include:

1. Performing office administration/management and providing professional administrative support
2. Assisting in budget administration (monitors expenditures, verifies, and reconciles accounts)
3. Overseeing record maintenance (inventory, personnel, office files)
4. Exercising approval authority for payment of invoices, interdepartmental transfers, payroll and other similar instruments, which obligate departmental funds
5. Conducting purchasing activities
6. Coordinating scheduling activities (travel arrangements, meetings, etc.)
7. Developing and administering office/departmental policies and procedures
8. Serving as liaison with offices on and off campus
9. Overseeing security, maintenance and space allocation with department’s physical environment.
10. Researching, collecting and analyzing data or information and preparing reports or responses to inquiries
11. May supervise clerical support staff
12. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: May serve as lead employee or supervise student and/or clerical staff.

Supervision Received: Receives general supervision from designated supervisor.
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Minimum Qualifications:

- **Education**: Bachelor’s Degree  
  **Type**: Determined by department

- **Experience**: None (or 48 months without degree)  
  **Type**: Office management, staff supervision, financial management, accounting or facilities maintenance

- **Skills**: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials; may include knowledge of one or more foreign languages or specialized terminology (e.g., medical legal or technical).

- **Licenses**: Determined by the nature of the position and/or department

- **Certifications**: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.